

memorandum

DATE: May 3, 2004

REPLY TO

ATTN OF: AD-442:Aytes

SUBJECT: **NOMINATIONS FOR THE FISCAL YEAR 2003 SECRETARY OF ENERGY COMMUNITY SERVICE AWARDS**

TO: All ORO, OSTI, PNSO, and YSO Employees

Nominations are currently being accepted for the subject award. This Award is available to DOE employees who meet the following criteria.

- * You are a DOE Federal employee;
- * You performed a total of 25 (twenty-five) hours or more of bona fide community service during period of January 1, 2003 through December 31, 2003.
- * The community service activity was unrelated to your normal assigned duties and responsibilities;
- * The community service was not discriminatory in nature, and was not associated with an entity which practices unlawful discrimination;
- * The community service was not political in nature, and did not violate Federal, state or local laws, rules or regulations; and
- * Honoring the community service activity would not compromise the integrity or independence of the Department in any way, nor create embarrassment for the Department.

All community service activity qualifies, regardless of whether it took place during or after normal duty hours. Each employee may receive a maximum of one award per year. (In cases where there is a dispute regarding eligibility, The Office of Economic Impact and Diversity will make the final determination, in consultation with the Office of the Secretary.)

To apply, please complete the "Application Form: Secretary of Energy Community Service Awards" found at the Office of Economic Impact and Diversity web page at: http://diversity.doe.gov/Secretary_of_Energy_Community/_secretary_of_energy_community_.html. To access the award application form, click on the Forms Link on the left of the page. The completed application is to be submitted to the Human Resources Division by close of business May 14, 2004. Please e-mail or fax your application to Carol Aytes at aytesca@oro.doe.gov or (865) 576-9190.

May 3, 2004

We apologize for the short suspense date of May 14, 2004; we have just received word that applications are currently being accepted. Please contact Carol Aytes at (865) 576-9586 if you have questions regarding the Community Service Award.

A handwritten signature in black ink, appearing to read "Melanie M. Kent", with a long horizontal flourish extending to the right.

Melanie M. Kent, Chief
Personnel and Management
Analysis Branch